

# **Information Technology Capital Plan**

## **Department IT Capital Plan**



# Information Technology Capital Plan, Plan Year 2009-10 through 2013-14 Executive Approval Transmittal

**Department Name**

State Treasurer's Office (STO)

**APPROVAL SIGNATURES**

I am submitting the attached Information Technology Capital Plan as required by the State Administrative Manual Section 4904.

I certify that the IT Capital Plan was prepared in accordance with State Information Management Manual section 57 and that the proposed IT projects are consistent with our business strategies and information technology strategy.

I have reviewed and agree with the information in the attached Information Technology Capital Plan.

**Chief Information Officer****Date Signed**

9/30/08

**Printed name:** Alethea Lewis**Information Security Officer****Date Signed**

10/1/08

**Printed name:** Francisco Lujano**Budget Officer****Date Signed**

9/30/08

**Printed name:** Becky Grajski**Department Director****Date Signed**

10/1/08

**Printed name:** Bill Lockyer

## DEPARTMENT IT CAPITAL PLAN

Department Name and Org Code:

State Treasurer's Office (0950)

Plan Year:

2009-10 through 2013-14

### 1. Summarize your organization's business goals and objectives below:

The State Treasurer's Office (STO), a constitutionally established office, provides banking services for state government. The State Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies. In addition, the Treasurer chairs a number of authorities that finance a wide range of projects, including pollution clean-up, small businesses and health care facilities and commissions that award low-cost, tax-exempt financing for various purposes such as housing, economic development, and student loans. The Treasurer also plays a key role in statewide housing finance as Chair of the Tax Credit Allocation Committee that awards hundreds of millions of dollars in tax credits for affordable housing, and oversees the ScholarShare Investment Board (SIB), which administers the State's tax-advantaged college tuition savings plan.

In support of the above responsibilities, the STO's strategic goals include:

- **Investments:** to minimize interest and service costs and to maximize yield on investments.
- **Healthcare:** to improve and expand healthcare, making it more accessible and affordable for all Californians.
- **Education:** to help strengthen our schools and expand college education opportunities for working families.
- **Infrastructure and Economic Development:** to increase the state's economic stake in its communities, its infrastructure and the emerging technologies that will keep California at the forefront of innovation in the 21<sup>st</sup> Century.
- **Transparency and Accountability:** to increase transparency and accountability for all of the state's voter-approved bond spending.

### 2. What are your organization's plans to upgrade or replace your IT infrastructure for the following? When responding, please indicate the timeframes of your intended upgrade or replacement efforts.

#### 2.1. Hardware

The STO employs a 3-yr refresh cycle for PCs and a 3 to 5-yr cycle for Servers. The STO will be upgrading some of its PCs in 2008/09. The STO currently has a project

underway to upgrade its server and storage infrastructure which will continue through 4Q2008.

## **2.2. Software**

Software upgrades are implemented based on operational need and/or vendor maintenance requirements. The STO has projects planned to upgrade its core server software including Windows Server, Exchange Server, SQL Server and Systems Management Server. One or more of these projects could start as early as Q12009. In addition, the 2008/09 PC refresh may include an OS and/or MS Office upgrade in addition to the hardware upgrade.

## **2.3. Network**

Network infrastructure is upgraded as needed. The STO is currently in the process of updating components of its network infrastructure; expected completion date is 4Q2008.

## **3. Existing Approved Reportable IT Projects**

The STO does not have any existing approved reportable IT projects.

## **4. Proposed IT Projects**

The STO does not have any proposed IT projects at this time; however, the STO intends to hire a contractor to conduct a review of its business processes with the intent to integrate the processes and systems that support them to leverage technologies across the enterprise and facilitate enterprise data sharing and reporting. This could result in one to several IT initiatives. The STO anticipates having the review completed so that appropriate documentation can be completed by the 2010/2011 budget cycle in the event that a Budget Change Proposal (BCP) is required.

**Table 1-Existing Approved Reportable IT Projects Summary by Department**

Existing IT Project	Approved Project Cost*	Project Number	Implementation Date

**\*Note:** If a Special Project Report (SPR) was submitted for review in July 2008 that includes project costs that differ from the last approved project document, enter both the last approved project cost and the revised project cost from the SPR under review.

**Table 2-Proposed IT Project Summary**

Proposed IT Project	Priority Ranking	FSR Submission Date	Estimated Total Cost

## **PROPOSED IT PROJECTS**

Complete this IT Project Proposal Form (questions 4.1 through 4.15 below) for each proposed IT project that meets the definition of a reportable project as defined in the State Administrative Manual Section 4819.37:

- 4.1. Proposal name and priority ranking:
- 4.2. Description of the proposed IT project:
- 4.3. Which of your department's business goals and objectives does this project support, and how?
- 4.4. What are the expected business outcomes or benefits of the proposal as they relate to your organization's business goals and objectives?
- 4.5. The following are from the State's IT strategic plan. Check the appropriate box(es) to identify the goals this proposal supports:
- ☐ Supporting and enhancing services for Californians and businesses
  - ☐ Enhancing information and IT security
  - ☐ Reducing state operational costs (leveraging, consolidation, new technology, etc.)
  - ☐ Improving the reliability and performance of IT infrastructure
  - ☐ Enhancing human capital management
  - ☐ Supporting state and agency priorities and business direction
- 4.6. Is the proposal consistent with your organization's Enterprise Architecture?
- ☐ Yes
  - ☐ No
- If no, please explain why the deviation from the organization's Enterprise Architecture is necessary.
- 4.7. Will the proposed system collect, store, transmit, or exchange confidential or sensitive information?
- ☐ Yes
  - ☐ No
- 4.8. If this proposal is conceptually approved, what is the estimated date (mm/yyyy) the FSR will be submitted?

4.9. What is the estimated project start date (mm/yyyy) if the FSR is approved?

4.10. What is the duration of the proposed project?

4.11. Will the proposed project utilize the existing infrastructure?

☐ Yes

☐ No

If no, please explain.

4.12. Is the proposal related to another proposal or to an existing project?

☐ Yes

☐ No

If yes, describe the related proposal or project and how it is related:

4.13. Describe the consequences of not doing this proposed project at the planned timeframe:

4.14. Check the appropriate box(es) to identify the proposal's funding strategy:

☐ Augmentation needed

☐ Redirection of existing funds

☐ Other (describe):

4.15. What are the estimated cost and funding source(s) by fiscal year through implementation (information should be provided in the following format):

Fund Source	2009-10	2010-11	2011-12	2012-13	2013-14 and future	Total
General Fund						
Federal Fund						
Special Fund*						
Total						

\* Note: Identify the fund source and if the department is the sole user of the fund.

## Enterprise Architecture

**A.1. Does your organization have documented Enterprise Architecture principles, strategies, or standards to guide decisions on technology projects?**

☐ Yes

☒ No. The STO does not have a documented Enterprise Architecture plan, but it does have standards to guide decisions for hardware and software purchases.

**A.2. Indicate on Table A-1 below, the completion status of the component Reference Models of your formal Enterprise Architecture efforts. If available, please submit a copy of your Enterprise Architecture document.**

**Table A-1, Enterprise Architecture Completion Status**

Component Reference Model	Status			
	Implemented	Implementation in Progress	Planned or Planning in Progress	Not Implemented and Not Planned
Business			Planned	
Service			Planned	
Technical			Planned	
Data			Planned	

**A.3. Describe the governance structure your organization uses to review and approve the Enterprise Architecture and any subsequent changes.**

Currently decisions regarding the STO infrastructure/architecture are made by the IT Division in consultation with STO Executive/Division Management as required. IT purchases above a certain cost threshold are reviewed and approved by the requesting program area, the IT Director/CIO, the Director of Administration, the Legal Office, and the Chief Deputy Treasurer.

**A.4. Does your organization have an Enterprise Architect? (if yes, provide their name, telephone number, and e-mail address below)**

☐ Yes

☒ No

Name: \_\_\_\_\_

Classification: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_



**Workforce Development, Workforce Planning and Succession Planning**

**B.1. How is your Information Security Officer involved in proposed project development efforts?**

The Information Security Officer develops and/or reviews IT-related security policies.

**B.2. What are your department's core business principles, policies and standards related to information integrity, confidentiality, and availability and the protection of information assets?**

The STO complies with state-level policies and requirements related to the integrity, confidentiality, availability, and protection of its information assets, and has implemented adequate controls to protect said assets.

**B.3. If data within your department is shared with external entities, does your department implement data exchange agreements with these entities?**

- ☐ Yes  
☒ No

If no, please explain.

While there are no formal data exchange agreements in place, the STO does implement security features for its external data exchanges and file transfers (e.g., limits access to specific IP addresses and specific Users and uses secure protocols such as FTP and HTTPS). The STO will ensure that the business units that exchange data with external entities work with the Legal Office to implement formal data exchange agreements, where appropriate.

☐ Not applicable

**B.4. How does your department ensure that software developers and programmers follow standards and best practices for Web, application, and system development?**

Developers and programmers use checklists and component libraries, build and re-use common objects, incorporate style sheets and default customized form and window components, and conduct peer/management reviews to ensure standardization of methods and practices. In addition, staff participate in User Groups, Forums and training to keep abreast of the latest developments and trends in Web, application, and system development. These practices are consistent with industry standards and best practices for software development.

**Workforce Development, Workforce Planning and Succession Planning**

**B.5. Does your organization have an Information Security Officer? (if yes, provide their name, telephone number, and e-mail address below)**

☒ **Yes**

☐ **No**

**Name: Francisco Lujano**

**Classification: CEA II**

**Telephone Number: 653-5616**

**E-Mail: flujano@treasurer.ca.gov**

**Workforce Development, Workforce Planning and Succession Planning**

**C.1. Does your organization have a workforce development plan for IT staff?**

☐ Yes

X No, the IT Division is in the process of developing a workforce management plan which will include this as a component; estimated completion date is 4Q2008.

If yes, briefly describe it.

**C.2. Check the appropriate box(es) to identify which workforce development tools, if any, your organization is using for IT classifications:**

X Training

X Upward Mobility

X Mentoring

X Career Assessments (as a part of the Individual Development Plan process)

X Knowledge transfer program

X Performance Evaluations

☐ Other (please list)

**C.3. Does your organization have a workforce plan for IT staff (i.e., for Rank and File)?**

☐ Yes

X No, the IT Division is in the process of developing a workforce management plan which will include this as a component; estimated completion date is 4Q2008.

If yes, briefly describe it.

**C.4. Does your organization have a succession plan for IT staff (i.e., for Management)?**

☐ Yes

X No, the IT Division is in the process of developing a workforce management plan which will include this as a component; estimated completion date is 4Q2008.

If yes, briefly describe it.

**Workforce Development, Workforce Planning and Succession Planning**

**IT Staffing**

Provide the following information in table C-1 on the following page:

- The name of each IT classification currently in the organization.
- The number of staff in each IT classification in the organization.
- The number of staff in each IT classification eligible to retire in the next five years.
- The percentage of each IT classification eligible to retire in the next five years.

Table C-1 — IT Staffing

IT Rank and File Staff Classification	Number of IT Rank and File Staff in Classification	Number of IT Rank and File Staff in Classification Eligible to Retire in Next 5 Years	IT Management Staff Classification	Number of IT Management Staff in Classification	Number of IT Management Staff in Classification Eligible to Retire in Next 5 Years
Associate ISA	4	0	Senior ISA, Sup	1	1
Associate PA	3	0	Senior PA, Sup	1	1
Associate SSS	1	0	SSS III, Sup	1	1
Staff ISA	5	2	CEA II	1	1
Staff PA	6	2			
Senior PA	1	1			
SSS I	1	0			
SSS II	4	0			
Totals	25	5		4	4

**Project Management, Portfolio Management and IT Governance**

**D.1. Does your organization have a process for improving the alignment of business and technology?**

☐ Yes

**X No. The STO does not have a formal process for improving the alignment of business and technology; however IT initiatives are reviewed and planned from a strategic, enterprise perspective.**

**If yes, briefly describe it.**

**D.2. What is the status of implementing a formal portfolio management methodology for technology projects within your organization?**

☐ Implemented (Please describe)

☐ Implementation in progress (Please describe)

☐ Planned or planning in progress

**X Not implemented and not planned**

**The STO does not have a formal portfolio management methodology; instead the agency incorporates portfolio management concepts into its general IT planning and prioritization processes.**

**D.3. List any automated tools being used for portfolio management. Enter "None" if no automated tools are being used.**

**None.**

**D.4. What is the status of implementing a standard project management methodology for technology projects in your organization?**

**X Implemented (Please describe)**

**The STO project management methodology follows the Project Management Institute's Project Management Body of Knowledge framework and is consistent with state-level project management and oversight requirements. It is scalable to meet the requirements for any project regardless of size and incorporates guidelines to help determine the level of project management rigor to apply on a project.**

☐ Implementation in progress (Please describe)

**Project Management, Portfolio Management and IT Governance**

- ☐ Planned or planning in progress
- ☐ Not implemented and not planned

**D.5. Does the organization require its project managers to be certified, either through a professional organization (e.g., PMI, ITIL) and/or through completion of specified project management coursework:**

- ☐ Yes
- ☐ PMI
- ☐ ITIL
- ☐ Agency-specified project management coursework (identify below)

**X No**

**D.6. Select from the list other areas of training your organization requires of its project managers:**

- ☐ Fundamental Project Management
- ☐ Systems Development Life Cycle
- ☐ Scheduling tool (identify below)
- 
- 
- ☐ Project Performance Management (e.g., Earned Value Management)
- ☐ Business Process Analysis
- ☐ Requirements Traceability
- ☐ Procurement/Contracts Management
- ☐ Other (identify below)
- 
- 

**X None; however, while not required, STO IT staff have received training in many of the above-listed areas.**

**D.7. Describe project-level governance practices, including change management, issue resolution, and problem escalation.**

The STO establishes project steering committees consisting of IT and program management and staff, and other stakeholders as needed, to oversee project activities and provide key decision making support during the life of the project; roles and responsibilities of all project participants are documented in a Project Charter. The STO has also developed standard templates to facilitate change management, issue resolution, and problem escalation.

**Project Management, Portfolio Management and IT Governance**

**D.8. Does the project management methodology include processes for documenting lessons-learned and applying these to future projects?**

**X Yes (Please describe)**

**The STO project management methodology includes a template to facilitate gathering lessons learned from project staff and Users on a project so that they can be incorporated into project processes for use on future projects as appropriate.**

☐ **No**